

## EPE3026/EPT4066 Industrial Training: Trimester 3, 2023/2024 Guidelines

This document consists of guidelines. Please refer to another document for the timelines.

### 1 Preliminaries

- 1.1 Industrial Training Program (ITP) refers to EPE3026/EPT4066 Industrial Training for **Trimester 3, Session 2023/2024**, from **22 July 2024 – 13 October 2024 (12 weeks)**.
- 1.2 The ITP webpage for student database, announcements and advertisements is:

<http://fet.mmu.edu.my/itp>



- 1.3 Each Group Leader heads a subcommittee who handle the placement of each Program in their respective Faculty. All official matters pertaining to ITP are handled by members of the Joint Industrial Training Committee for FET and FOE (henceforth referred to as 'The Committee').
- 1.4 The pre-requisite of ITP is that student achieves the following minimum number of credit hours after the release of results of **Trimester 3, 2023/2024**.  
**All Engineering programs:                      78 credit hours**
- 1.5 The credit hours counted include credit transfer and pass/fail subjects, but only subjects which the student has passed will be counted.
- 1.6 There are five assessment components: visiting lecturer's evaluation, employer's evaluation, log book, ITP written report and presentation in Faculty. Student must pass all components separately in order to pass ITP. The passing mark for each component is 50% of the total mark for that particular component.
- 1.7 Students may not register any other subjects during ITP.

### 2 Registration and Activation of ITP Account

- 2.1 All students who wish to do ITP must register and activate an account in ITP webpage starting **1 February 2024**.
- 2.2 In order to activate the account, students have to enter an email address where an activation email will be sent to. Upon activation, students can fill in additional details that will form a CV.

### 3 Application to Companies for Scholars and Non-scholars

- 3.1 Upon registering and activating the account, student (non-scholar) may start applying to companies. Student is encouraged to use the CV. Student may also need to print 'Support Letter' and submit together with the application.
- 3.2 There is a list in ITP webpage named 'Open List'. Student is encouraged to apply to the companies in Open List. There is also a list in ITP webpage named 'Reserved List'. Generally student is NOT ALLOWED to apply to the companies in Reserved List.
- 3.3 Student who is a TM scholar can either contact TM directly or keep in touch closely with GL or AGL of TM scholar group to know the outcome of application. Student who is a scholar of other companies (Open List, Reserved List or any other company) please contact the company and obtain confirmation that you will do ITP in the company. Confirmation is preferably in black and white (email, official letter etc).

### 4 Placement

- 4.1 Student has to ensure that CV is submitted by clicking 'Submit CV for Verification' within **1 - 7 April 2024**. After that, it is the job of ITP Committee to verify the CV.
- 4.2 Student who is accepted by a company usually receives an official offer letter. Please make a photocopy of the offer letter that student has decided to accept. After that, submit to the corresponding GL or AGL who then decide on the suitability of the company. Due date of submitting offer letter: **7 June 2024**.
- 4.3 Student who does not submit CV within **1 - 7 April 2024** will be automatically considered as no interest to register ITP in **Trimester 3, 2023/2024**.
- 4.4 Student is strictly disallowed to change the company once decided.

### 5 Subsistence

- 5.1 The provision of allowance, accommodation and transport is the prerogative of the company. Neither student nor MMU have the authority to negotiate.
- 5.2 If a student is placed at a company which has decided to give to the students a fixed allowance or none, no further negotiation on allowance with the company is allowed. If a student is found to have demanded extra allowance after he /she has been placed at the company, it may result in him/her failing the Industrial Training.

### 6 Final preparations

- 6.1 Within **10 - 14 June 2024**, Faculty Dean/ITP Chairperson may brief the students before doing ITP.

## 7 Subject registration

- 7.1 Subject to the announcement by Exam Unit, student must register EPE3026/EPT4066 Industrial Training when subject registration is open, usually after week 12. Student who is financially barred must settle outstanding fees so that registration can be done.
- 7.2 Registration for EPE3026/EPT4066 is different from the registration of other subjects because Exam Unit may close the registration before student reports to company on **22 July 2024**. After the closing, registration process may get complicated due to reasons like student is not in the campus; student has no Internet access, etc.
- 7.3 The early closing of registration also ensures that student has achieved 78 credit hours before the release of **2023/2024 Trimester 1** exam results.

## 8 Reporting to work

- 8.1 It is important to be punctual when reporting to the company on the first day of training (**22 July 2024**). Student must follow company rules, systems, ethics, values etc throughout ITP.
- 8.2 During the first week of ITP (**22 - 28 July 2024**), student updates the company information, example: supervisor name and contacts at ITP webpage. This information is important for ITP Committee to arrange a visit to the student.
- 8.3 During ITP, student must write everyday activities in the online logbook. Student should ask supervisor to check and verify the online weekly report in weekly basis.
- 8.4 Lecturer visits student starting **19 August - 15 September 2024**. Announcement will be made in bulletin board or ITP webpage. Visiting lecturer and student will discuss about the date and time of visit. Student must show logbook to the visiting lecturer.
- 8.5 Student ends ITP on **13 October 2024**. Student must get the signature of supervisor at several key locations in the logbook. Company's evaluation form must also be collected from supervisor in a sealed envelope.

## 9 Supplementary Examination during ITP

- 9.1 If student fails any subject in the Final Exam of **Trimester 2, 2023/2024**, student will follow the rules and regulations of the Exam Unit regarding the Supplementary Exam.
- 9.2 If student wants to attend the Supplementary Exam during ITP, student must inform the company (apply for leave if necessary) and arrange the transport own self (air ticket, driving from outstation, etc). Student will also bear the transportation cost own self.

## 10 Back to Faculty

- 10.1 Student submits ITP report and logbook to Faculty between **28 October – 3 November 2024**.
- 10.2 Student does ITP presentation in Faculty between **4 – 6 November 2024**.